

**Meeting Notes**  
**Regulatory Advisory Panel (RAP) Group #2**  
**April 28, 2009**  
**1-4 PM**

**Call to Order**

Kristi Snyder, Chair of this committee called the meeting to order at 1:00 p.m. from the Roanoke Regional Office in Roanoke, Virginia. Other meeting sites included Minnieland Corporate Office in Woodbridge; Virginia Cooperative Extension State Office at Virginia State University; Eastern Regional Office in Virginia Beach, and Department of Social Services in Richmond, Virginia.

**Attending**

Kristi Snyder, Mary Cole, Emory Rodgers, Nancy Smith, Jack Knapp, Rosemary Burton, Liz Dowdy, Kimberly Hulcher, Novella Ruffin, Susan Hackney, Leslie Knachel, Kathy Glazer, Karen Cullen, Debra O'Neill, Debbie Beirne and Jan Sigler.

**Purpose**

The purpose of the meeting was to discuss 22 VAC 15-30 standards and collect information about Staffing Qualifications and Training; and Staffing and Supervision in order to revise them.

A public comment period was not advertised for this meeting as there are many other venues for public comment at the May 14 Child Day Care Council meeting and during the official promulgation process. Providers may also comment through a survey posted to the department website under Child Day Center.

Staff from the Licensing Division will provide details on the requested changes made by the group today and will be discussed in depth at the next meeting held on May 14 (following the regularly scheduled Child Day Care Council Meeting). A copy of those changes will be attached to the meeting notes upon completion.

Submitted by Pat Rengnerth